

The University of California

Statement of Privacy Practices – UC Web-based Applications

1. **Transparency Regarding the Use of Your Personal Data**

As part of our commitment to protecting your privacy, this statement is designed to provide you with general information regarding how the University of California (UC) may use -- or **process** -- the information you provide when you use UC's web-based applications; and to educate you regarding your privacy rights.

For purposes of the General Data Protection Regulation ("GDPR"), the data controller is the Regents of the University of California, with a location at 1111 Franklin St. Oakland, California 94607.

2. **Your Personal Data We Use**

Information you provide directly to UC: When you use UC's web-based applications, we may collect personal information about you called Personal Data. Personal Data is any information that allows someone to identify you, including, for example, your name, email address and contact information. In many cases, your Personal Data is collected when you sign in to a UC web-based application and during the course of your use of the application to facilitate the services that it provides. Some examples of the Personal Data elements collected when you use UC's web-based applications can include:

- *log in identifiers such as your UC username or employee ID number*
- *email addresses*
- *I.P. address*
- *home address*
- *phone numbers*
- *job-related information including job title, department, manager*
- *credit card number (in the case of UC's travel and reimbursement applications)*
- *employment history (for certain UC Human Resources applications)*
- *time and attendance and work performance history (for certain UC Human Resources applications)*

Individual UC applications may collect additional Personal Data elements. To learn more about the types of Personal Data that a particular UC web-based application collects, please contact the administrator of the application or your [UC Privacy Official](#).

Furthermore, when you use certain UC web-based applications, including collaborative applications, wikis, research sites and library systems, you (and other users) may provide additional elements of Personal Data at your discretion, rather than at the direction of the application or UC.

Log, Cookie and Device Data: Some UC applications also collect log data, which is information collected whenever you visit a website. This log data includes your Internet Protocol address, browser type and some settings, the date and time of your request, how you used the application, and cookie data. Depending on how you are accessing the application, we may use “cookies” (small text files stored by your computer when you visit our website) or similar technologies. For more detailed information about how we use cookies, please contact your [UC Privacy Official](#). In addition to log and cookie data, we also collect information about the device you’re using to access it, including what type of device it is, what operating system you are using, device settings, unique device identifiers and crash data. Whether we collect some or all of this information often depends on what type of device you are using and its settings. For example, different types of information are available depending on whether you are using a Mac or a PC, or an iPhone or Android phone. To learn more about what information your device makes available to us, please also check the policies of your device manufacturer or software provider.

Information from Other Sources: We may also obtain information about you from other sources and combine that information with information we collect from you directly. For example, we may collect information about you when you post content to our pages. To learn more about the types of Personal Data that a particular UC application obtains from other sources, refer to the UC website associated with that application, or contact your [UC Privacy Official](#).

3. How We Use Your Personal Data and the Lawful Basis for Such Processing

Depending upon your relationship with UC, UC may use your Personal Data where necessary in order to perform its obligations under a contract with you, or request you have made; where required by law, and/or where necessary for the legitimate interests of UC, provided that there is no overriding impact on your interests or rights. In most cases, when you use UC’s web-based applications, your data will be used for the purposes of authenticating you as an appropriate user, facilitating your use of the application, assisting with academic research, conducting internal business operations such as human resources, financial or quality improvement activities and facilitating communications between users of the application. To learn more about how a particular UC web-based application uses your Personal Data, please contact the application administrator or your [UC Privacy Official](#).

4. Recipients of Your Personal Data

UC may share your Personal Data with third parties. These third parties may include UC’s service providers, who may need access to Personal Data in order to provide products and services on UC’s behalf; UC partners and collaborators in order to support UC’s public service, education and research missions; or public, regulatory and governmental authorities that regulate or have jurisdiction over UC.

If your Personal Data is shared with a third party, UC will require that the third party use appropriate measures to protect the confidentiality and security of your Personal Data.

UC may also need to share your Personal Data as required to respond to lawful requests and legal processes; to protect our rights and property and those of our agents, customers and

others, including to enforce our agreements and policies; and in an emergency, to protect UC and the safety of our students, faculty and staff or any third party.

To learn more about the recipients of your Personal Data from a particular UC web-based application, contact the administrator of the application or your [UC Privacy Official](#).

5. **Security**

UC takes appropriate physical, administrative and technical measures to protect Personal Data that are consistent with applicable privacy and data security laws and regulations. For more information about how UC protects Personal Data, refer to UC's [Systemwide Information Security Policies and Standards](#).

5. **Retaining and Deleting Your Personal Data**

UC will only retain your Personal Data for the duration necessary for the data collection purposes identified by the specific UC application unless there is a legal requirement to maintain it for a longer period.

6. **International Transfer of Your Personal Data**

In order to fulfill the intended processing purposes for the UC application(s) that you use, your Personal Data will be transferred outside of the European Economic Area (EEA), specifically to the United States, which does not protect Personal Data in the same way that it is protected in the EEA. UC will undertake appropriate measures to ensure adequate protection of Personal Data, including utilizing appropriate physical, administrative, and technical safeguards to protect Personal Data, as well as executing standard contractual clauses approved by the European Commission or a supervisory authority under GDPR, or obtaining your consent, where appropriate.

7. **Your Rights**

As required by the General Data Protection Regulation and applicable EU Member State and EEA state law, if you are located in the European Economic Area, you have a right to:

- **Access your Personal Data**, as well as information relating to the recipients of your Personal Data, the purposes of processing your Personal Data, the duration for which the Personal Data will be stored, and the source of Personal Data that has not been provided by you;
- **Rectify or correct inaccurate or incomplete Personal Data** concerning you, taking into account the purposes of the processing, and the right to have incomplete Personal Data completed;
- **Move your Personal Data** to another controller or processor. UC will facilitate the lawful transfer of your data to the extent possible;
- Have your **Personal Data erased** in certain circumstances;
- **Restrict the processing of your Personal Data** in certain circumstances;
- **Object** to the processing of Personal Data in certain circumstances;
- **Withdraw your consent to the processing of your Personal Data**, should UC ask for your consent for the processing of your Personal Data. The withdrawal does not affect the lawfulness of Processing based on your consent before its withdrawal.

- Know whether your Personal Data is being used for **automated decision-making, including profiling**. In those cases, UC will give you meaningful information about the logic involved, the significance and the envisaged consequences of such processing for your data, and the right to request human intervention;
- **Lodge a complaint with a supervisory authority;**

UC may be obligated to retain your Personal Data as required by U.S. federal or state law.

If you wish to exercise your rights, you can contact the UC Privacy Official identified below.

You may choose not to visit or use UC websites and applications. If you choose not to share your Personal Data with UC or UC-approved third parties, depending upon the specific UC website or application, your ability to use the website or application may be affected. You may choose to set your web browser to refuse cookies, or to alert you when cookies are being sent. If you choose to reject cookies, some parts of UC's websites may not function properly. To learn more about how your choices to share Personal Data may affect your ability to use an application, refer to the UC website associated with that application, or contact your [UC Privacy Official](#).

8. Questions and Complaints; UC Privacy Official

If you have questions or complaints about our treatment of your Personal Data, or about our privacy practices more generally, please feel free to contact your [UC Privacy Official](#).